

DATE: _____

SECURITY CHECK AT CLOSE OF BUSINESS

ALL SECTIONS WILL NOTIFY THE SDNCO AT IRP AT CLOSE OF BUSINESS

ALL SECTION SUPERVISORS OR DESIGNEES WILL INSURE THAT MEASURES HAVE BEEN TAKEN TO SECURE THEIR AREAS OF RESPONSIBILITY.

S-1 _____ REPORTED BY _____

S-3 _____ REPORTED BY _____

S-4 _____ REPORTED BY _____

HRB _____ REPORTED BY _____

FTB _____ REPORTED BY _____

PAD _____ REPORTED BY _____

NG/USAR LIAISON _____ REPORTED BY _____

MEDICAL _____ REPORTED BY _____

OPTICAL/DENTAL__ _____ REPORTED BY _____

The SDNCO will post the time each section has reported closure and identify the caller.

The SDNCO will attach this report to the staff journal.